

CLINTON HILL NEIGHBORHOOD COUNCIL

By Laws

Approved October 9, 1959

I. Name. The name of this organization shall be the Clinton Hill Neighborhood Council.

II. Block Branches. 1. New block branches shall be presented to the Council Assembly by the Block-Building Committee. Branches shall receive representation on Council committees and shall send two delegates to the Council Assembly. 2. Branches shall handle problems which concern their particular streets or blocks. 3. Branches shall refer to Council committees, officers, and the Assembly those problems which require overall Council assistance. The Council in turn may refer problems requiring city-wide support to the Associated Community Councils of Newark or similar non-partisan organizations. 4. Branches shall annually elect a chairman, vice-chairman, secretary, and such other officers as they deem necessary. 5. Branches shall keep on file a copy of meeting records and correspondence.

III. Council Assembly. 1. The Council Assembly sets Council policy. 2. The Assembly shall consist of the elected Council-wide officers, and two delegates from each block branch and member institution. 3. The Assembly shall approve disbursements and an annual budget. 4. The Assembly shall annually elect a recorder from its members. 5. The Assembly shall declare and fill vacancies of elected officers.

IV. Executive Committee. 1. The Executive Committee shall carry out Council policies. 2. The Executive Committee shall coordinate activities of Council committees. 3. The Executive Committee shall assist in planning the Council's program. 4. The Executive Committee shall annually elect a recorder from its members.

V. Duties of Officers. 1. The President shall a) preside at meetings of the Council Assembly and Executive Committee; b) call these bodies together; c) be an ex officio member of all Council committees; d) upon recommendation of the committees, appoint their chairmen; e) represent the Council at public functions. 2. The Vice-Presidents shall a) serve as liaison to the standing committees and shall be responsible for their proper functioning; b) decide among themselves, within two months after election, which one of them shall preside in the President's absence. 3. The Secretary shall a) be responsible for maintaining contact with Council members; b) file records and handle correspondence. 4. The Treasurer shall a) authorize disbursements under \$25.00 with the approval of the President or one other designated officer; b) present an annual budget and regular financial reports to the Assembly. 5. A vacancy shall exist a) upon the resignation or death of an elected officer; b) upon removal of an officer for neglect of duty. 1) Removal procedure: written charges of neglect of duty shall be presented to the Assembly. The Assembly shall appoint a committee of three to investigate the charges. After the committee has reported back, the Assembly shall consider further action on the complaint. 2) Neglect of duty shall consist of failure to fulfill responsibilities as set forth in the Constitution and in these By-Laws; and/or failure to attend a total of five consecutive meetings of the Assembly and of the Executive Committee without good cause.

VI. Election Procedure. 1. The President shall appoint a Nominating Committee at least three months before the Biennial election meeting in January. 2. The Nominating Committee of seven members shall consist of no two persons from the

same block branch or member institution. 3. The Nominating Committee shall be approved by the Council Assembly. 4. The Nominating Committee shall report at the December meeting of the Assembly. 5. All members shall be notified of the committee's report at least one week before the Biennial Meeting. 6. Election shall be by a majority of those present and voting.

VII. Advisory Board. The Advisory Board shall advise the Council on community affairs.

VIII. Committee Responsibilities. 1. The Recreation Committee shall plan an adequate recreational program for Clinton Hill. 2. The Block Steering Committee shall provide an opportunity for officers from each block branch to meet together to arrange inter-block functions, furnish program assistance, and revitalize block branches. 3. The Block Building Committee shall organize new block branches and provide them with program and leadership guidance. 4. The Housing and Zoning Committee shall handle questions related to construction and maintenance of housing such as code enforcement, inspections, rentals, and new housing. 5. The Education Committee shall work to improve the standards of schooling in Clinton Hill public schools. 6. The Welfare and Welfare Committee shall welcome new families into Clinton Hill, provide information on community services, and organize emergency relief. 7. The Planning Committee shall maintain liaison with the City Planning Division and suggest plans for overall improvement of Clinton Hill. 8. The Budget and Finance Committee shall prepare an annual budget, oversee expenditures, raise funds, and assist in collecting dues. 9. The Health and Sanitation Committee shall handle violations of the health and sanitary codes, problems of street cleaning and garbage collection, and improve health conditions in Clinton Hill. 10. The Communications Committee shall issue Council leaflets, newsletters, publicize Council programs and purposes, help with block branch publicity, and distribute Council literature. 11. The Program Committee shall schedule general Council meetings and affairs and conduct the annual conference. 12. The Public Affairs Committee shall represent the Council at Municipal Council meetings, study pending legislation as it affects Clinton Hill, serve as liaison to the Associated Community Councils, encourage citizens to register to vote and to participate in community life. 13. The Public Safety Committee shall serve as liaison with the Police Department on matters relating to traffic and nuisances, and with other agencies on public safety matters. 14. All block branches shall refer matters to the appropriate committee as determined by the Executive Committee.

IX. Dues. 1. Individual dues shall be \$1.00 annually. 2. Institutional dues shall be set by the Assembly. 3. Dues shall be payable on January 1st, but from November of each year dues shall be credited to the year following.

X. Amendments. 1. Members shall submit in writing to the Secretary any amendment at least 5 days before an assembly meeting. 2. The proposed amendment shall be introduced at the next Assembly meeting and voted on by majority vote at the Assembly meeting following its presentation.

XI. Procedure. 1. Democratic group procedure shall be used in meetings. 2. In event of dispute, a simple majority vote shall decide, unless otherwise stated.